



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

FORENSIC LABORATORY SUPERVISOR

Job Number: 20000948

Job Code: 40680V000101

Job Group: 4000 - HEALTH SCIENCE AND LABORATORY

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 18 Salary (MIN - MID):

\$26,462-\$35,056 - Hourly

\$4,300.08-\$5,696.60 - 37.5 Hr. Monthly Salary

\$4,586.76-\$6,076.38 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises staff and laboratory work for a forensic science laboratory in an assigned region or in a specialty area of forensic science; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in chemistry, forensic science, biology, microbiology, biochemistry, medical technology, engineering, mathematics, criminal justice or a closely related field.

EXPERIENCE:

Must have six years of professional laboratory experience performing work in a specialty area of forensic science.

Substitute EDUCATION for EXPERIENCE:

Master's degree in chemistry, forensic science, biology, microbiology, biochemistry, medical technology, engineering, mathematics or a closely related field will substitute for one year of experience.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises the day to day operations of a forensic laboratory branch or manages a specific area of forensic science within a laboratory branch. Plans, assigns, supervises, coordinates, and monitors the work of laboratory branch forensic staff. Ensures development of staff by establishing training expectations and conducting employee performance evaluations. Assists with the revision of department policy manuals and training materials. Addresses agency procedures and develops procedures for solving problems. Makes recommendations on new equipment for branch and /or laboratory system. Interviews prospective employees, confers with current employees on work-related problems, assesses training needs and makes recommendations or provides on-the-job training. Conducts branch and/or section staff meetings to interpret policies and procedures and to obtain and disseminate information to and from staff. Assists the laboratory system in defining program goals, objectives, accomplishments, and problem areas. Coordinates procedures for the standardization and increased efficiency of the laboratory system. Develops and maintains working relationship with local, state and federal officials to coordinate laboratory activities. Maintains equipment used by the laboratory. Recommends purchase of expendable supplies and forwards requisition. Prepares statistical and technical reports on specialized projects. Performs highly responsible laboratory examinations of physical evidence. Qualifies as "expert witness" in one or more areas of the forensic sciences. Presents expert testimony in local, state and federal courts on continuing basis. Provides training to department personnel and personnel from other agencies in forensic-related activities. Presence may be required at crime scenes to assist with evidence gathering and processing.

UNIQUE PHYSICAL REQUIREMENTS:

The work requires standing for long periods of time and possibly assisting in lifting dead bodies.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents in this classification will typically perform their job duties in a forensic laboratory setting. May have some contact with contagious diseases and/or body fluids. Regular handling of sharp surgical instruments. Regular exposure to noxious odors, chemicals substances and biohazardous compounds.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.